



FORK LIFT TRUCKS POLICY

AIM

To ensure the safety of all employees while working with or around fork lift trucks.

POLICY

QSD is committed to the safe operation of its fork lift truck(s). This will be ensured through certified and authorised operators. Further QSD will ensure adequate information is made available to employees on the safe operation of forklifts. Training will include induction for new operators/ machines. Regular inspections will be carried out and correct operation of fork lift trucks will be monitored at all times.

PROCEDURE

Maintenance

Will be in accordance with manufacturer's recommendations and will only be carried out by authorised maintenance personnel or contractors.

Pre-operational daily safety checks will include:

- Steering, brakes and lights (if fitted).
- Tyres for wear or damage.
- All warning devices including horns and reversing alarms.
- Tines for damage.
- Tilt systems.
- Battery condition including fluid levels.
- Hydraulic lines, cables etc.

Minor faults will be recorded on the daily inspection sheet.

Major faults identified or occurring during the shift will require the fork lift truck to be IMMEDIATELY removed from service until the faults are rectified. (Example – Steering fault)

Driving

- Only certified / authorised employees are to operate fork lift trucks.
- Seat belts are to be worn at all times.
- Passengers will not be carried.
- Loads will be placed fully against the truck carriage or back rest.
- Mast will be tilted backwards.
- Loads to be transported as close as practical to the ground.
- Ramps are to be driven up and reversed down at all times.
- Safe distances will be maintained from other vehicles.
- Speed will be reduced when making a turn to prevent fork lift tip overs.
- If vision is obscured fork lift is to be driven in reverse.

Prohibited practices

- Leaving the fork lift without the park brakes applied, tines lowered, controls in neutral and key removed.
- Lifting employees on the tines of the fork lift without using an approved work platform.
- Overloading the fork lift. Load capacity to be checked on the data plate.
- Towing or pushing objects without the use of proper towing connections.
- Pushing objects with the point of a tine.
- Modifications to safety features of the fork lift including the fitting of any additional counter weights.

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Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.